



CITY OF HOUSTON
Information Technology Department
S15-Q23472
NOTICE OF REQUEST FOR QUALIFICATIONS

611 Walker
Houston, Texas 77002
(832) 393-0205
Attn : Frank Rodriguez

Improve SAP Procurement Process

GENERAL TERMS & INSTRUCTIONS

The City of Houston (City) is soliciting proposals from qualified professional firms to provide consulting services related to *Improve the SAP Procurement Process*.

Please review the Scope of Work/Services below. If you believe that your company/organization meets the minimum requirements as outlined in the Scope of Work/Services of this RFQ, please submit your response to **Frank Rodriguez, Division Manager**, in a sealed envelope and clearly identify RFQ number and firm name on the outside of the envelope. **Submit 6 (six) copies** of (1) a letter of interest notifying the City of Houston of the provider's intent to be considered for this project, (2) the Statement of Qualifications, and (3) the Statements of Understanding. Please send to the address listed below by: **November 6, 2009 at 2:00 p.m. CST:**

Mail: Attn: Frank Rodriguez
City of Houston
Information Technology Division (8th floor) Suite 800
611 Walker
Houston, Texas 77002

Pre-Proposal Conference: There will be **"No pre-proposal conference"**. Prospective proposers needing additional information to this request for qualification (RFQ) can be sent via e-mail to **Frank Rodriguez** at frank.rodriquez@cityofhouston.net.

1. Background:

The City of Houston implemented the SAP Materials Management application in July 2006. The City processes over 95,000 line-items related to the procurement process each year. A recent assessment of the quality of data captured during the first three years of using SAP Materials Management determined that the City needs to:

- 1) Address the data integrity issues identified in "Exhibit A" by implementing required configuration changes as quickly as possible.
- 2) Integrate data either captured by standalone applications or through manual processes to enhance the reporting capabilities around the procurement processes.
- 3) Determine the best approach for closing the gaps between existing reporting capabilities and the City's requirements for a set of standardized reports needed to identify opportunities for leveraging the City's buying power. This approach needs to:

- a. Address the current limitations that require users to extract data from the System and perform extensive analysis outside of the system.
 - b. Validate reporting needs identified in "Exhibit B".
 - c. Prioritize report development work and expedite development of high priority reports.
- 4) Interface the City's new Fleet Management System's order processing functions with the SAP procurement processes.
 - 5) Assess the existing processes for importing P-Card (credit card) transactions and implementing better data capture and reporting processes.
 - 6) Develop effective training programs to address existing skill gaps in the areas of Procurement, P-Card Processing, and Accounts Payables. Known gaps include:
 - a. Maintaining common definitions for key fields in data entry.
 - b. Accessing and analyzing information provided by the System.
 - c. Using the results to reduce procurement costs.

2. **Submission of Qualifications:**

The City of Houston's Information Technology Department is requesting qualified vendors that demonstrate their ability to:

- 1) Provide the appropriate analytical, functional, and technical skills required for assessing each of the six areas described above, defining viable options for addressing the key issues, and developing realistic cost estimates for each.
- 2) Providing the technical skills required to make configuration changes, use existing SAP reporting capabilities, and develop custom reports, if necessary.

To be considered, firms must submit a specific Statement of Qualifications (SOQ) that:

- Describes its proposed approach for performing this work and provides a high level work plan.
- Describes prior projects where the firm has delivered similar services for government entities.
- Provides specific qualifications of the individuals that will be assigned to this project and the percentage of time that each individual will be committed to the project.
- Provides an estimated number of hours for each phase of work defined in the firm's work plan.
- Lists the hourly rates and any ancillary expenses for each skill set included in the response.
- Includes at least three references that demonstrate firm's ability to successfully complete this type of project while building an effective working relationship with its clients.

In addition to the SOQ, responding firms must provide a statement that the firm understands:

- The City's MWBE program and will agree to a fair and reasonable MWBE goal.
- The City's insurance and health insurance (Pay or Play) requirements.
- That the City will require the selected firm(s) to maintain an appropriate level of General, Automobile, Workers Compensation, and Professional Liability insurance.
- That selected firms may have to provide the City with a performance bond or letter of credit to cover potential damages if the firm fails to perform in accordance with the contract.
- That the City will not agree to a limitation of liability clause in the contract between the firm and the City of Houston.
- That the City will retain the rights to the intellectual properties developed under the contract for this project.

The length of submittal document shall not exceed **five pages** (single sided) per competency area, excluding resumes of personnel being presented.

A committee appointed by the Information Technology Director will review the submittals and recommend the most highly qualified firms.

3. **General Requirements**

- a. All proposals must conform to requirements outlined herein. The City reserves the option to request additional information from selected candidates.
- b. The City reserves the right to select the respondent determined to be the most responsive and responsible, and in the judgment of the City, that best meet its needs for the specified services. The City further reserves the right to negotiate all terms of the contract(s) including price.
- c. Proposals must list the names, agency(ies), contact person, telephone numbers, resumes and the profile of expected participants in the services being provided. There may be subsequent instructions, if any, issued to the selected contractor in connection with the final process.